



**Office of State and Local Government
Coordination and Preparedness
(SLGCP)**

***COURSE APPROVAL PROCESS
(NON-SLGCP DEVELOPED AND/OR INSTITUTIONALIZED COURSES)***

December 2, 2004

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Executive Summary

This document provides the Office of State and Local Government Coordination and Preparedness' (SLGCP) comprehensive and consistent process for the review and approval of non-SLGCP developed and/or institutionalized, Weapons of Mass Destruction (WMD) preparedness training courses and materials. Course approval is required for all non-SLGCP training being developed and/or institutionalized under the Homeland Security Grant Program (HSGP) in order for States or Urban Area Security Initiative (UASI) communities to use SLGCP funds for training.

This SLGCP Course Approval Process supports the National Preparedness Goal by providing a mechanism to fill recognized and validated gaps in training emergency responders and citizens. The process is patterned after the more comprehensive SLGCP Course Review Process used to certify training courses and programs developed by the National Domestic Preparedness Consortium (NDPC) and other SLGCP Training Partners and adheres to established standards and best practices. This process will be used to evaluate submitted training courses and materials for their abilities to support and/or complement the *Universal Task List (UTL)* and *Target Capabilities List (TCL)* as they become available, *SLGCP's Emergency Responder Guidelines and Prevention and Deterrence Guidelines*, and applicable published regulations and standards (e.g., OSHA and NFPA).

The phases in the review and approval process are:

- Phase I, Reporting the development and/or institutionalization of Non-SLGCP Courses
- Phase II, Requesting Course Approval
- Phase III, Initial Review (completeness and course redundancy check)
- Phase IV, Independent Third Party Review
- Phase V, Notification of Results

This process supports the mission of SLGCP to provide high-quality training courses and materials to the emergency response community (Federal, State, local, and Tribal), private sector, and international stakeholders. Furthermore, this process will aid in preventing duplication of training courses and materials already available through the NDPC and SLGCP training partners and providers.

This process supersedes the Fiscal Year 2004, Appendix D, *Approval Process for Non-SLGCP Training Courses*, which is included in the Fiscal Year 2004 Urban Areas Security Initiative Grant Program, Program Guidelines and Application Kit, and the Fiscal Year 2004 Homeland Security Grant Program, Program Guidelines and Application Kit.

1.0 Introduction

The Homeland Security Grant Program (HSGP) provides for a WMD training program evaluation and approval process for State and local jurisdictions' WMD training course materials. SLGCP approval for developing and/or institutionalizing non-SLGCP WMD training courses is a pre-requisite for using funds under the HSGP. This process facilitates congruence with the standards and guidelines of the SLGCP, helps avoid duplication of previously approved courses, and provides a means of tracking training gaps for SLGCP.

Submission through approval is a "five-phase" process designed to provide for a consistent and timely review of the course materials:

- Phase I, Reporting the development and/or institutionalization of Non-SLGCP Courses
- Phase II, Requesting Course Approval
- Phase III, Initial Review (completeness and course redundancy check)
- Phase IV, Independent Third Party Review
- Phase V, Notification of Results

1.1 Definitions

Non-SLGCP courses: those courses developed for and or delivered by institutions or organizations other than Federal entities or SLGCP

Institutionalization: incorporating a non-SLGCP course into a State or Urban Area Security Initiative (UASI) training program

2.0 Approval Process

The entire approval process is depicted in flow diagrams located in Appendix A.

2.1 Phase I - Reporting the Development and/or Institutionalization of Non-SLGCP Courses

States planning to develop a new course or institutionalize an existing non-SLGCP course must notify SLGCP of their intent to do so, but do not need to forward any pre-existing course materials for advance review. Prior to any development, the State Administrative Agency (SAA) or Urban Area Working Group (UAWG) should review the SLGCP Course Catalog and the Eligible Federal Terrorism Training Course list to ensure the course(s) being developed and/or institutionalized are not a duplication of an already approved or certified SLGCP or eligible Federal course offering. States will be required to submit, through a web-based interface, a *Developing and/or Institutionalizing Non-SLGCP Courses Reporting Form* (Appendix B). The reporting form will collect information such as the proposed title, description of course to be developed, and intended audience to SLGCP. This information will enable SLGCP to assist States by connecting them with other complementary development efforts or existing approved offerings. As course development progresses, States are encouraged to review the SLGCP course approval process and ensure that the course

curriculum and materials track with the approval criteria set forth in the doctrine. This due-diligence during the design phase will help ensure a smooth and rapid review process. SLGCP funds can be used to support the costs associated with the course development process provided the State or Urban Area abides by SLGCP procedures. However, if the course is disapproved as part of the course review process, no additional SLGCP funds can be dedicated to delivering the course.

The SLGCP course approval process still requires that once the course design is complete or in the case of institutionalizing a course is already completed, the requesting SAA or UAWG must ensure that all course components are submitted and are in compliance with applicable regulations, standards, and SLGCP doctrine.

2.2 Phase II - Requesting Course Approval

The request for course approval is initiated by either the SAA or the UAWG.

The SAA or UAWG acknowledges and agrees that any and all training that is conducted with an approved course shall be reported to the SLGCP within the mandated quarterly reporting period. This requirement is acknowledged with the submission of the Course Approval Request Form (Appendix C).

The SLGCP website at <http://www.ojp.usdoj.gov/odp> provides an overview of the process and associated forms and information needed to successfully submit a course for approval. Additional information on SLGCP, Office for Domestic Preparedness' (ODP) "Blended" Learning Strategy can be viewed at http://www.ojp.usdoj.gov/odp/training_bl.htm.

The requesting SAA or UAWG must ensure all course components are included and are in compliance with 29 Code of Federal Regulation (CFR) 1910.120, *Hazardous Waste Operations and Emergency Response*, 29 CFR 1910.134, *Respiratory Protection*, and *SLGCP's Emergency Responder Guidelines and the Prevention and Deterrence Guidelines*. Additionally, each course submitted for approval should support and enhance preparedness through stated linkages to the *Universal Task List (UTL)* and *Target Capabilities List (TCL)* as they become available. The SAA or UAWG will forward the Course Approval Request Form (Appendix C) and all training materials to the SLGCP, ODP, Preparedness Officer (PO). The ODP PO will perform a preliminary check to ensure all training course(s) and materials include the following:

1. **Level of Training** - The SAA or UAWG will identify the level(s) of training of the course(s) and materials submitted. Each submission must be identified as Awareness, Performance - Defense (OSHA Operations), Performance – Offensive (OSHA Technician), or Planning/Management (OSHA Incident Command) Levels. More detailed descriptions of the levels can be found at <http://www.ojp.usdoj.gov/odp/training.htm> or <http://www.osha.gov>.
2. **Program of Instruction (POI)/Syllabus** - The POI or syllabus is an outline or matrix of the course content. It addresses the scope of the training, course learning objectives, duration of the training (broken-down by module, session or lesson),

resource requirements, instructor to student ratio and an evaluation strategy. These items are not all-inclusive, but are the minimum categories that should be addressed.

3. **Training Support Package (TSP)** – The TSP is all of the materials associated with the delivery of a training course. Items that should be in the TSP are as follows:
 - a. **Instructor Guide/Instructor Outline/Instructor Lesson Plans** - The published instructor material that contains course text and special instructor notes that provides the information to deliver the material.
 - b. **Participant Manual/Guide/Workbook** - The published student material that contains the supporting information in booklet or handout form that the participant has available for reference.
 - c. **Audio/Visual Support Materials** - Any audio/visual components that are part of any learning module, session, lesson or that supports the overall training being delivered.
 - d. **Special Support Materials** - Any descriptions of practical exercises, table-top exercises, hands-on exercises or other material that supports learning objectives.
4. **Module/Session/Lesson Content** - Training courses should be designed based on a building block approach. Each sub-component in the course should be titled as a module, session, or lesson. Regardless of the title, each module, session, or lesson, should have a Lesson Administration Page (LAP) that outlines the following:
 - a. **Scope Statement** - A brief description of the content of the module, session, or lesson.
 - b. **Terminal Learning Objectives (TLO)** - An action verb statement that outlines what the participant is expected to learn or be capable of performing at the conclusion of the module, session or lesson. There should be only one TLO per module, session, or lesson.
 - c. **Enabling Learning Objectives (ELO)** - Enabling learning objectives are the incremental learning objectives that support the TLO. There should be at least one ELO per module, session, or lesson. Each ELO must be a measurable performance statement that enables the participant to demonstrate achievement of the TLO.
 - d. **Resource List** - A listing of the resources needed to successfully accomplish the module, session, or lesson.
 - e. **Instructor to Participant Ratio** - The instructor to participant requirement for successful presentation of the material (e.g. 1:25).

- f. **Reference List** - A listing of all reference materials used to develop the module, session, or lesson (This information may also be included as a bibliography).
- g. **Practical Exercise Statement** - This describes any exercises associated with the module, session, or lesson.
- h. **Evaluation Strategy** – This defines the strategy used to evaluate the module, session, or lesson (e.g. written and/or performance test).

The ODP PO will verify the contents of the submission, and only if completed to the specified requirements, will the request for approval of the course and supporting materials be forwarded to the SLGCP ODP Training Division representative for the Initial Review. This will begin Phase III.

Incomplete submissions will not be reviewed. The submitting SAA or UAWG will be contacted about the incompleteness with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

2.3 Phase III - Initial Review (completeness and course redundancy check)

The SLGCP ODP Training Division representative will receive the course and supporting materials from the ODP PO. The contents will be inventoried and logged into the SLGCP Training Approval Tracking System. An in-depth cross-check for potential duplication of training courses will be conducted and if there are no duplications then the initial review will commence.

The SLGCP ODP Training Division representative will perform the Initial Review of the materials submitted and compare them to SLGCP standards. This will be completed within five (5) working days of receipt and documented on the Initial Review Form (Appendix D).

The Initial Review will also document that the following information is included in the submission:

- Level of Training
- Program of Instruction (POI)/Syllabus
- Training Support Package (TSP)
- Module/Session/Lesson Content

If all of the above information is included, the SLGCP ODP Training Division representative will forward the Request for Approval with supporting curriculum and materials to the appropriate Independent Third Party Reviewer (Phase IV). The Third Party Reviewer will have the subject matter expertise to review the content and materials for appropriateness.

Incomplete submissions or courses deemed redundant will not be reviewed. The submitting SAA or UAWG will be contacted about the incompleteness or redundancy with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

2.4 Phase IV - Independent Third Party Review

An Independent Third Party Subject Matter Expert (SME) will be assigned to provide a detailed course content and materials review. The SME will normally complete the course review within 15 working days from the receipt of the course materials. For training courses that require on-site review the period may be extended up to 60 days. This determination will be made by the SLGCP ODP Training Division representative.

The SME will determine the accuracy and appropriateness of the course content and materials. The SME will perform the review of course materials with the aid of an Independent Third Party Review Scorecard (Appendix E) to determine if the course content and materials are consistent with SLGCP standards and contains the following information:

Training Support Package (TSP)

- Instructor Guide/Instructor Outline/Instructor Lesson Plans
- Participant Manual/Guide/Workbook
- Audio/Visual Support Materials
- Special Support Materials

Module/Session/Lesson Content

- Scope Statement
- Terminal Learning Objectives (TLO)
- Enabling Learning Objectives (ELO)
- Resource List
- Instructor to Participant Ratio
- Reference List
- Practical Exercise Statement
- Evaluation Strategy

Incomplete submissions will not be reviewed. The submitting SAA or UAWG will be contacted about the incompleteness with the potential of all materials being returned. If the course and supporting materials are returned, the process will be suspended. Once the course and supporting materials are re-submitted the process will restart at Phase II.

Upon completion of the review, the SME will submit a recommendation to the SLGCP Training Division representative for approval or denial of the course and materials. All supporting information will be documented on the Course Evaluation, Observations, and Findings form. A filled out example is in Appendix F. Upon receipt of this

information, the SLGCP Training Division representative will begin Phase V of the process.

2.5 Phase V - Notification of Results

This Phase begins upon receipt of the completed Course Evaluation, Observations, and Findings from the SME by the SLGCP Training Division representative.

The SLGCP Training Division representative will review the SME's findings and will produce a Report of Review. The SLGCP Training Division representative will notify the ODP PO and the appropriate SAA or UAWG of the outcome and provide either the letter of approval or disapproval. Notification of results will be completed within five (5) working days from receipt of the Course Evaluation Observations and Findings.

For questions or additional guidance in submitting a course, please contact the Centralized Scheduling and Information Desk at 800-368-6498.

Appendix A

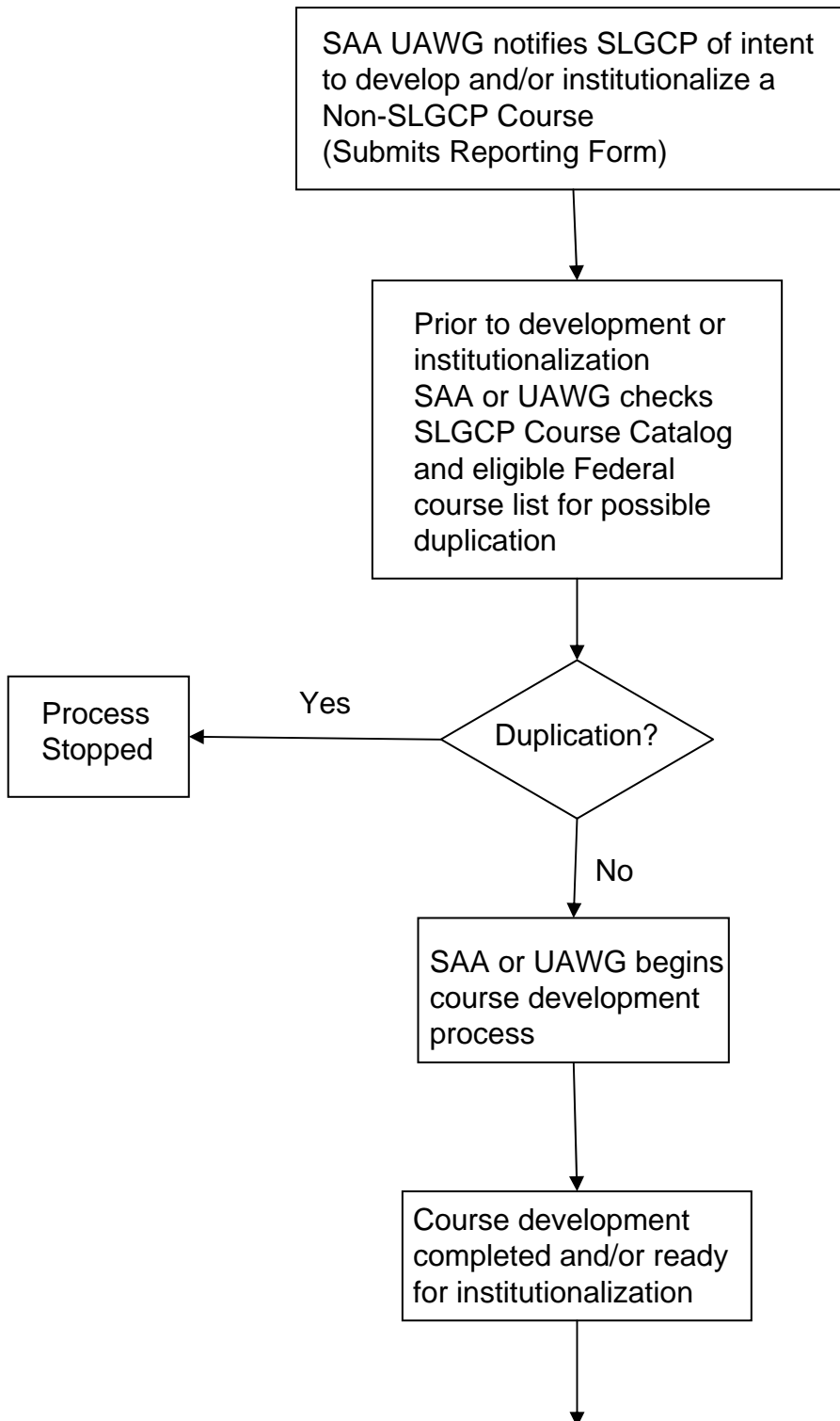
Phase Flow Diagrams

Office of State and Local Government Coordination and Preparedness (SLGCP)

**Course Approval Process
(Non-SLGCP Developed and/or Institutionalized Courses)**

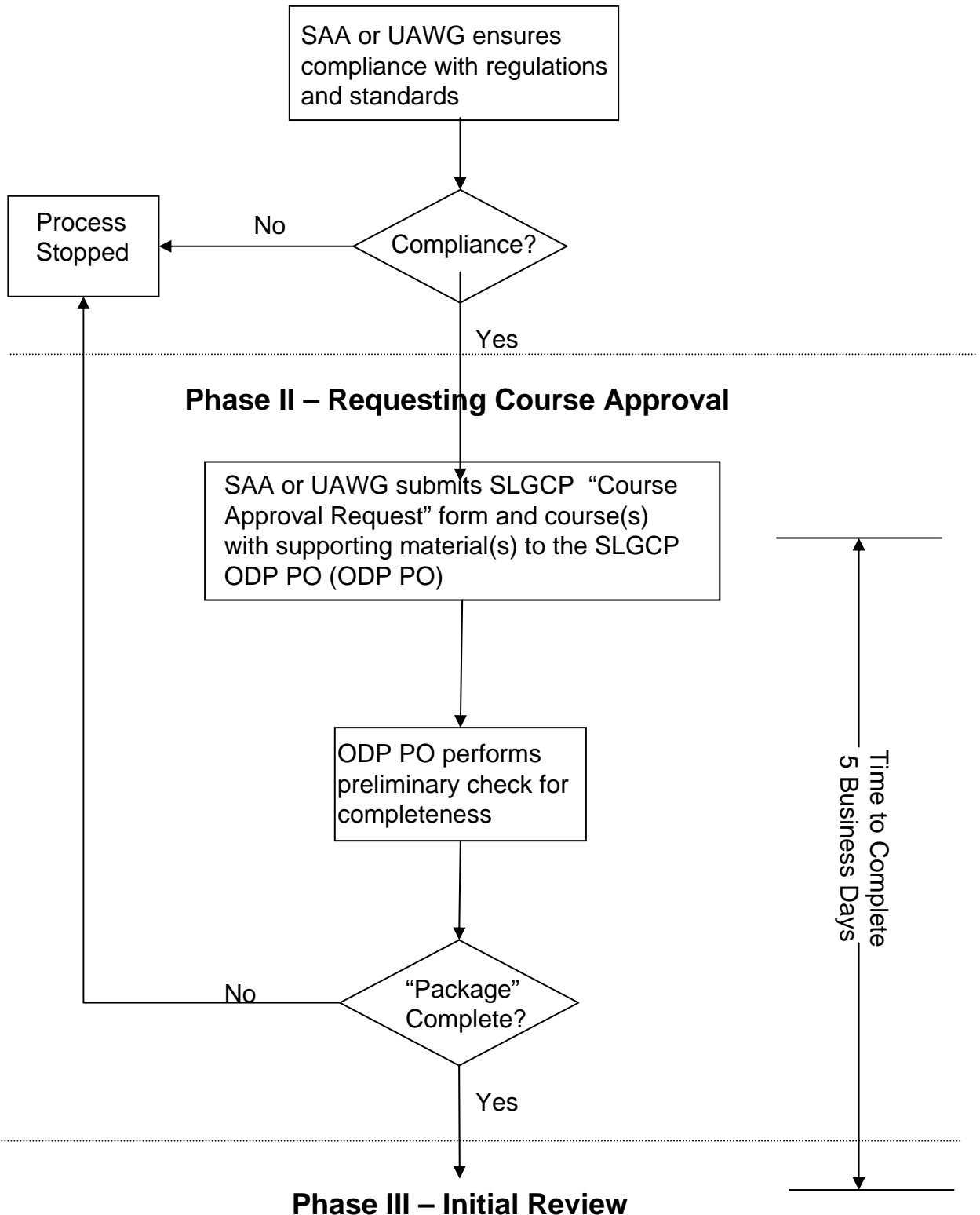
December 2, 2004

Phase I – Reporting the Development and/or Institutionalization of Non-SLGCP Course

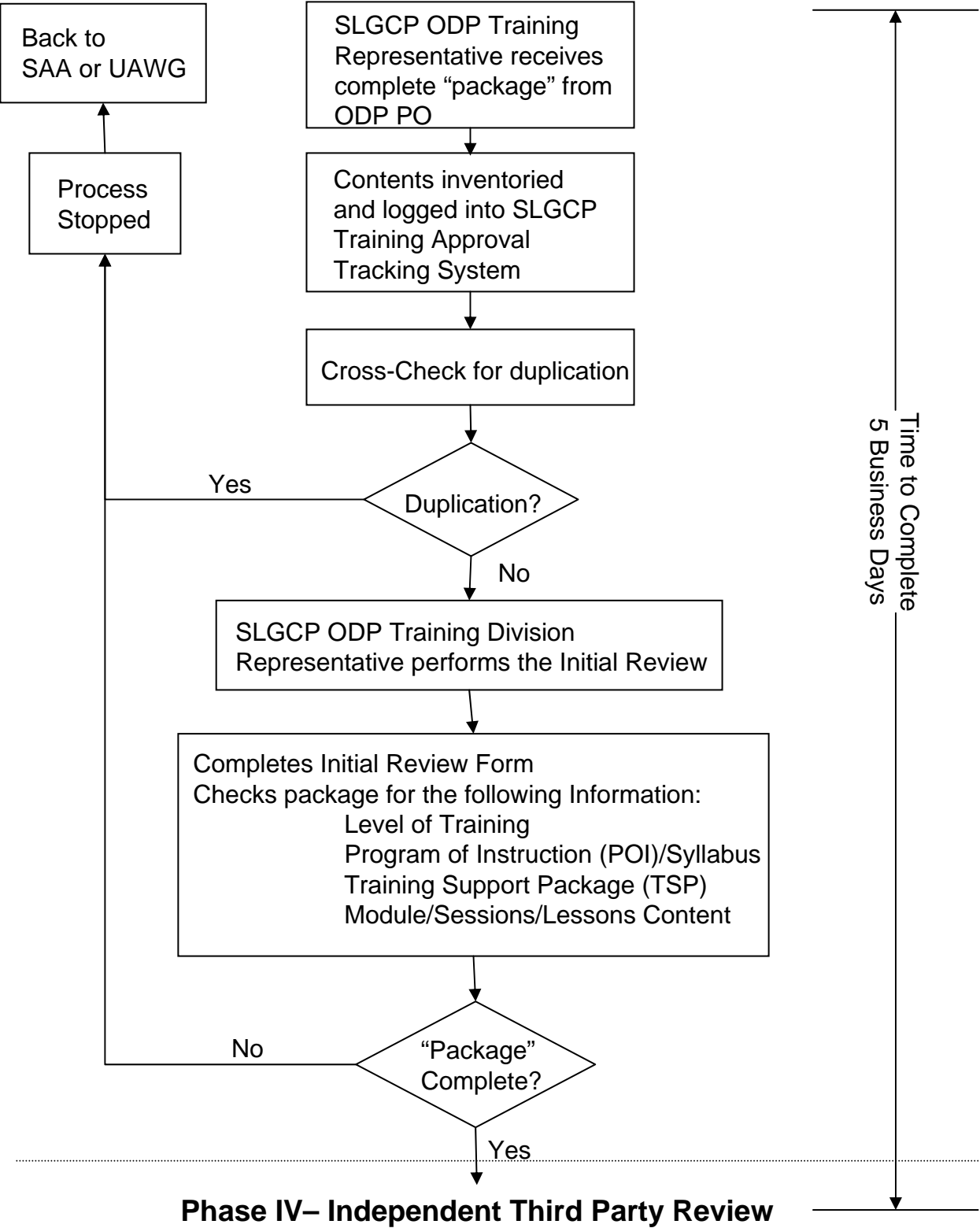


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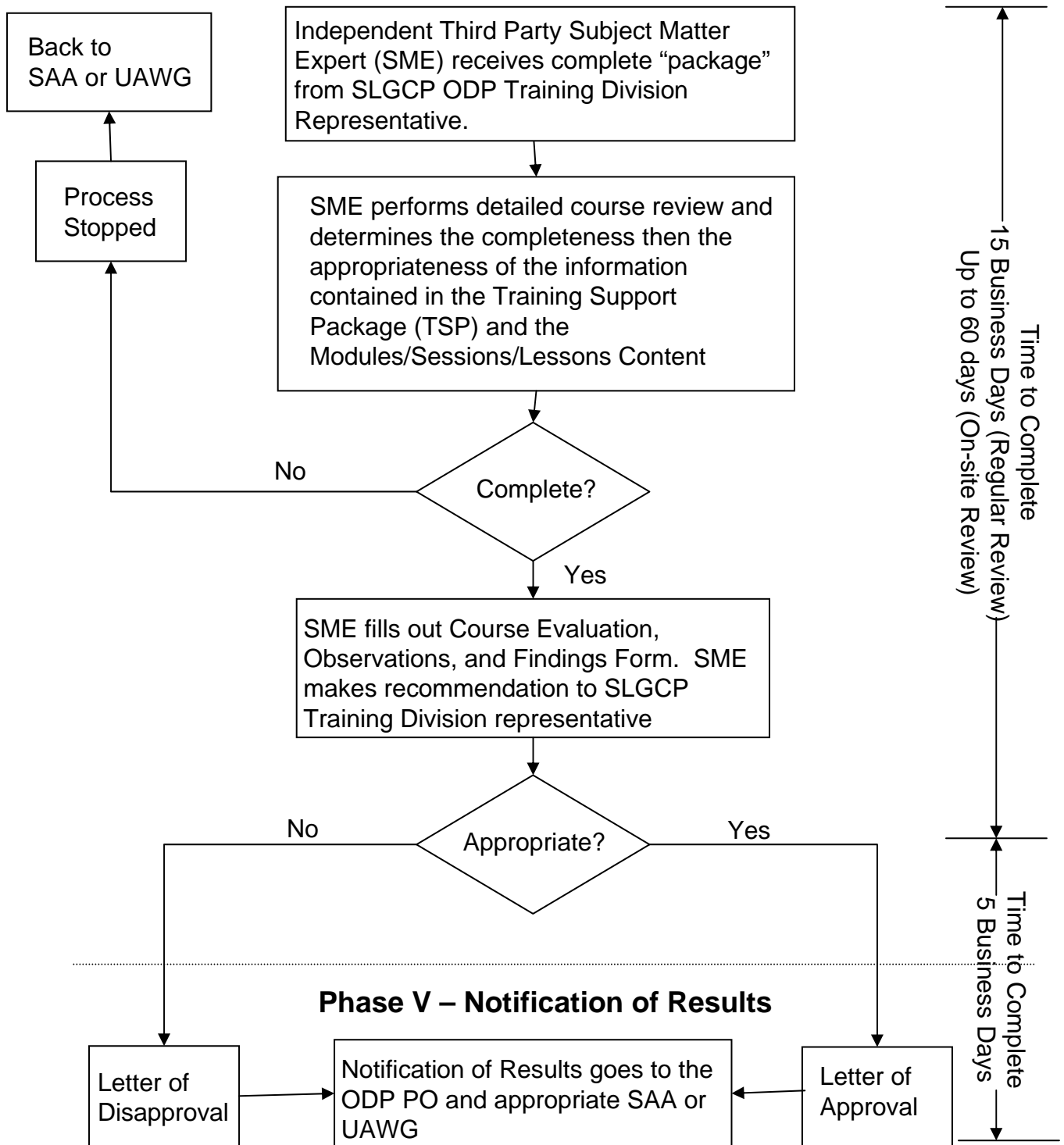
Phase I – Reporting the Development and/or Institutionalization of Non-SLGCP Course (Continued)



Phase III – Initial Review



Phase IV – Independent Third Party Review



Appendix B

Developing and/or Institutionalizing Non-SLGCP Courses Reporting Form
Office of State and Local Government Coordination and Preparedness (SLGCP)
Course Approval Process
(Non-SLGCP Developed and/or Institutionalized Courses)

December 2, 2004

Developing and/or Institutionalizing Non-SLGCP Courses Reporting Form

SAA/UAWG POC Name: _____

SAA/UAWG POC Email: _____

SAA/UAWG POC Phone: _____

Proposed Course Title: _____

Level of Training: _____

Intended Audience: _____

Sponsoring State/Jurisdiction: _____

Developing Organization/Agency: _____

Total Development Cost: _____

Description of Course: _____

[illegible]

States or Urban Areas intending to use SLGCP funds to develop and institute non-SLGCP courses must be in compliance with the following:

- 1) *ODP Emergency Responder Guidelines*
- 2) *ODP Homeland Security Guidelines for Prevention and Deterrence*
- 3) *ODP Strategy for Blended Learning*
- 4) 29 Code of Federal Regulation 1910.120, entitled *Hazardous Waste Operations and Emergency Response*
- 5) 29 Code of Federal Regulation 1910.134 entitled *Respiratory Protection*
- 6) National Fire Protection Association (NFPA) 471, *Recommended Practice for Responding to Hazardous Materials Incidents*
- 7) NFPA 472, *Professional Competence of Responders to Hazardous Materials Incidents*
- 8) NFPA 473, *Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents*
- 9) NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs 2004*, specifically 5.1.2

In addition, States and Urban Areas shall:

- 1) Follow accepted principles of instructional systems design
- 2) Employ the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model or equivalent methodologies
- 3) Ensure complete curriculum exists for any training funded through SLGCP grant monies

By submitting this form, I certify that this course meets the above guidelines and adheres to the ODP mission of preparing for, responding to, and recovering from WMD and CBRNE incidents. SLGCP funds can be used to support the costs associated with the course development process, provided that the State or Urban Area abides by SLGCP procedures. However, if the course is disapproved as part of the course review process, no additional SLGCP funds can be dedicated to delivering the course.

Appendix C

Course Approval Request Form

Office of State and Local Government Coordination and Preparedness (SLGCP)

**Course Approval Process
(Non-SLGCP Developed and/or Institutionalized Courses)**

December 2, 2004

Course Approval Request Form

Office of State and Local Government Coordination and Preparedness (SLGCP) (Non-SLGCP Developed and/or Institutionalized Courses)

Please complete all portions of this form, transmit any requests for Course Approval through the State Administrative Agency (SAA) or the Urban Area Security Initiative (UASI) Working Group (UAWG) to the SLGCP, Office for Domestic Preparedness Office (ODP), Preparedness Officer (PO) working with your jurisdiction. **With this submittal, the requestor is acknowledging and confirming that all required SLGCP training data (student attendance, number of deliveries etc.) will be submitted upon approval of the course.**

Please review the **SLGCP Course Approval Process (Non-SLGCP Developed and/or Institutionalized Courses)** to recognize the supporting materials SLGCP must have to make a complete assessment of the course(s). Should you have questions about the process or the information needed, please contact the Centralized Scheduling and Information Desk at 800-368-6498.

SAA or UAWG Requesting Course:

State UASI Jurisdiction:

Course Title or Proposed Course Title:

Level of the Course (Awareness, Performance-Defense (OSHA Operations), Performance-Offensive (OSHA Technician), or Planning/Management (OSHA Incident Command)):

Length of Course in Hours:

Newly Developed Course or Existing Course: **New** ☐ **Existing** ☐

If an existing course, include: (1) information on where the course was developed, (2) by what agency, and (3) where it has been delivered.

Is this course substantially different from those offered in the SLGCP Course Catalog?

Y () N ()

Does the course specifically address WMD/CBRNE terrorism?

Y () N ()

How does this course work toward achievement of the State or Urban Area Homeland Security Strategy?

How does this course comply with the standards of the National Incident Management System and National Response Plan?

How will your State/ Urban Area institutionalize this course after SLGCP funding?

Through what entity will the course be offered (academy, training center, community college, etc)? (specify exact location)

Point of Contact (Person in the Requesting Agency to contact for clarification, further information, additional questions) and contact information including name, address, email, and phone number(s):

List Terminal and Enabling Objectives addressed:

[illegible]

The following basic elements are *required* before submission will be accepted.

SAA or UAWG Review: Does the submitted course and related materials:

Y	N	Specifically deal with WMD/CBRNE
Y	N	Comply with 29 CFR 1910.120, <i>Hazardous Waste Operations and Emergency Response</i> .
Y	N	Comply with the <i>SLGCP Emergency Responder Guidelines</i>
Y	N	Comply with <i>SLGCP Prevention and Deterrence Guidelines</i>
Y	N	Demonstrate identifiable linkages to the <i>Universal Task List (UTL) and Target Capabilities List (TCL)</i>
Y	N	Indicate the Level of Training
Y	N	Include a Program of Instruction (POI)/Syllabus
Y	N	Include the contents of the Training Support Package (TSP)
Y	N	Include the sub-components of the Module/Session/Lesson Content

SAA _____ **Date:** _____
Signature

SAA _____
Please Print

Or

UAWG _____ **Date:** _____
Signature

UAWG _____
Please Print

The above described listed items are contained in the submission.

SLGCP ODP PO _____ **Date:** _____
Signature

SLGCP ODP PO _____
Please Print

Appendix D

Initial Review Form

Office of State and Local Government Coordination and Preparedness (SLGCP)

**Course Approval Process
(Non-SLGCP Developed and/or Institutionalized Courses)**

December 2, 2004

Initial Review Form

Office of State and Local Government Coordination and Preparedness (SLGCP)
(Non-SLGCP Developed and/or Institutionalized Courses)

Course: _____
Requesting Agency: _____
Review Performed by: _____
Date: _____

REQUEST ENTERED IN SLGCP TRAINING APPROVAL TRACKING SYSTEM

Yes

No

Action	YES	NO	COMMENTS
All information filled out on Course Approval Request Form?			
Does the course deal specifically with WMD/CBRNE?			
Is Course duplicative of current SLGCP offerings or other already approved courses?			
Compliance with: 29 CFR 1910.120 29 CFR 1910.134 NFPA Standards SLGCP Guidelines and linkages to UTL and TCL?			
Contain the following: Level of Training POI/Syllabus TSP Module/Session/Lesson Content?			

RETURNED TO REQUESTING AGENCY FOR ADDITIONAL MATERIALS

Yes

No

Date of Correspondence: _____

FORWARD TO INDEPENDENT THIRD PARTY SME

Yes

No

SME IDENTIFICATION:

Date Sent:

Appendix E

Independent Third Party Review Scorecard

Office of State and Local Government Coordination and Preparedness (SLGCP)

**Course Approval Process
(Non-SLGCP Developed and/or Institutionalized Courses)**

December 2, 2004

Independent Third Party Review Scorecard

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
TSP Instructor Guide/ Instructor Outline/Instructor Lesson Plans	Contains all the information needed to conduct the course, exercises and evaluations.	Contains the majority of the information needed to conduct the course, exercises and evaluations.	The information is insufficient to teach the course.		
TSP Participant Manual/Participant Guide/Participant Workbook	The information contained is described in detail, appropriate, and well articulated.	Some of the supporting information is incomplete or needs additional clarification.	The majority of the supporting information is out dated or irrelevant.		
TSP Audio/Visual Support Materials	A/V materials are of good quality, comprehensively described, and consistent with learning objectives.	A/V materials are of good quality, consistent with learning objectives but incomplete.	A/V materials are of poor quality, non existent or are not consistent with learning objectives.		
TSP Special Support Materials	Exercise(s) materials are professionally done, comprehensive, and focused on achievement of the learning objective.	Exercise(s) materials are incomplete but address the learning objective.	Exercise(s) materials do not support the achievement of the learning objective.		

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
Module/Session/Lesson Content Scope Statement	Description of the module is comprehensive, defines expectations and accomplishments, and is consistent with the stated training level.	Description of the module is consistent with the stated training level but does not define expectations and accomplishments.	Course provides no description of module scope.		
Module/Session/Lesson Content Terminal Learning Objective (TLO)	TLO is clear, uses action verbs and directly supports the course goal. It is referenced and complies and/or supports applicable standards, and the UTL and TCL.	TLO is clear as to what the participant is expected to learn or be capable of performing but does not support the stated course goal.	TLO missing action verbs and what the student is expected to learn. It does not support and/or comply with the UTL, TCL, Guidelines, or applicable standards.		
Module/Session/Lesson Content Enabling Learning Objectives (ELO)	ELO are clear, measurable, support the TLO and support and/or comply with the UTL, TCL, Guidelines and applicable standards.	ELO are clear, measurable, support the TLO but do not support and/or comply with the UTL, TCL, Guidelines and applicable standards.	ELO are present but missing major elements and features that support the TLO and do not conform to Guidelines and applicable standards		

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
Module/Session/Lesson Content Resource List(s)	Resource List(s) are comprehensive and consistent with materials needed to accomplish all objectives.	Resource List(s) is complete enough to accomplish most objectives.	Resource List(s) are either not present or lack the understanding of the resources needed to accomplish the objectives.		
Module/Session/Lesson Content Instructor to Participant Ratio	The ratio of instructors to participants is appropriate for this level of training and objectives.	The ratio of instructors to participants indicates that the instructors will be challenged in their effectiveness of delivery.	There is no instructor to participant ratio listed or the ratio is inappropriate for the level of training and objectives.		

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
Module/Session/Lesson Content Reference List(s)	Reference List(s) are comprehensive and consistent with the materials needed to accomplish all objectives.	Reference List(s) are incomplete with gaps in resources needed to accomplish some objectives.	Reference List(s) are not present or suggest lack of understanding of resources needed to accomplish the objectives.		
Module/Session/Lesson Content Practical Exercise(s) Statement	Practical exercise(s) descriptions are appropriate, complete, sufficient, and professionally developed.	Practical exercise(s) descriptions are incomplete but address most objectives.	Practical exercise(s) description is missing major elements and features and lacks an understanding of assessments needed to evaluate training.		

	Acceptable 2	Marginal 1	Unacceptable 0	COMMENTS	SCORE
Module/Session/Lesson Content Evaluation Strategy	Test(s) of performance or competence are appropriate, complete, sufficient, and professionally developed.	Test(s) of performance or competence are incomplete or inconsistent with some objectives.	Test(s) descriptions are missing major elements and features or lack an understanding of assessments needed to evaluate training.		

Appendix F

Course Evaluation, Observations, and Findings Form EXAMPLE

**Office of State and Local Government Coordination and
Preparedness (SLGCP)**

**Course Approval Process
(Non-SLGCP Developed and/or Institutionalized Courses)**

December 2, 2004

**Course Evaluation, Observations, and Findings Form
(Example)**

COURSE: Name

LENGTH: Number of Hours

REVIEWED BY: Joe SME

**COURSE LEVEL: Awareness or Performance-Defensive or Performance-Offensive or
Planning/Management**

AGENCY: Name of Requestor

SLGCP COURSE APPROVAL RECOMMENDATION: Approve or *Disapprove*

OVERALL COMMENTS ON THE COURSE

- Material does not specifically address PPE and decontamination procedures in accordance with CFR 1910.120 and NFPA 472.
- Module one is the introduction and has no terminal objective but does identify many course objectives.
- POI is not included
- There are no references listed anywhere in the course. References should be listed in a Lesson Administrative Page (LAP) for each module.
- There are no Evaluation Strategies listed for each module. These should be included in the LAP page of each module.
- Resources should be listed in the LAP page of each module.
- Not all objectives are measurable...(i.e., "understand")
- Reference List is absent

SCORECARD RESULTS and COMMENTS

Training Support Package (TSP)

- Instructor Guide/Instructor Outline/Instructor Lesson Plans — (2) Acceptable
- Participant Manual/Participant Guide/Participant Workbook — (0) Unacceptable, no definable reference material
- Audio Visual Support Materials — (2) Acceptable, A/V materials are consistent with course goal and course objectives.
- Special Support Materials — (2) Acceptable, Practical exercises, written materials, tabletop exercises, and evaluation materials are consistent with course goal and course objective.

Module/Session/Lesson Content

- Scope Statement — (0) Unacceptable, not definable in the module.
- Terminal Learning Objective — (0) Unacceptable, no definable Terminal Learning Objective based upon listed objectives in the module.
- Enabling Learning Objectives — (1) Marginal, module has Course objectives that need to be measurable (i.e., “Understand...”) but are consistent with what a course terminal objective would be if it was present.
- Resource Lists — (0) Unacceptable, there are no resource requirements listed for each module individually.
- Instructor to Participant Ratio — (0) Unacceptable, there are no instructor-to-student ratios identified for each module or the course.
- Reference Lists — (0) Unacceptable, unable to find a definable Reference List.
- Practical Exercise(s Statement) — (0) Unacceptable, there is none
- Evaluation Strategy — (0) Unacceptable, there is not one listed